

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number

Company name in full

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s)

Surname

### 3 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

### 4 Liquidator's name ①

Full forename(s)

Surname

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

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### 6 Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 7	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1	
To date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 3	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	

### 7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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### 8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 0	<sup>m</sup> 5	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	

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### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name **Begbies Traynor (Central) LLP**

Address

**St James Court**

**St James Parade**

Post town

**Bristol**

County/Region

Postcode

**B S 1 3 L H**

Country

DX

Telephone

**0117 937 7130**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

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# Esha Architects LLP (In Creditors' Voluntary Liquidation)

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## Progress report

Period: 17 March 2021 to 16 March 2022

### Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the LLP on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## Contents

- ❑ Interpretation
- ❑ LLP information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Remuneration and expenses
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
  - 1. Liquidators' account of receipts and payments
  - 2. Liquidators' time costs and expenses
  - 3. Statement of Liquidators' expenses

# 1. INTERPRETATION

<u>Expression</u>	<u>Meaning</u>
"the LLP"	Esha Architects LLP (In Creditors' Voluntary Liquidation)
"the liquidation"	The appointment of liquidators on 17 March 2017.
"the liquidators", "we", "our" and "us"	Simon Robert Haskew and Neil Frank Vinnicombe both of Begbies Traynor (Central) LLP, St James Court, St James Parade, Bristol, BS1 3LH
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company/LLP, means a creditor of the company/LLP who holds in respect of his debt a security over property of the company/LLP, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditor"	Any creditor of the Company/LLP whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. LLP INFORMATION

Trading name(s):	Esha Architects
LLP registered number:	OC309103
LLP registered office:	St James Court, St James Parade, Bristol, BS1 3LH
Former trading address:	2nd Floor, 36 King Street, Bristol, BS1 4DZ

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	17 March 2017
Date of liquidators' appointment:	17 March 2017
Changes in liquidator (if any):	None

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 17 March 2021 to 16 March 2022.

### RECEIPTS

No receipts have been received during the period.

### PAYMENTS

With the exceptions of liquidators' expenses, fees and a dividend to the preferential creditors, detailed in sections 5 and 6 in this report, no other payments have been made.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment.

The details below relate to the work undertaken in the period of this report only. Our previous reports contain details of the work undertaken since our appointment.

#### General case administration and planning

Although there is no direct financial benefit to the liquidation, the liquidators are required to maintain records to demonstrate how the case is administered and to document the reasons for any decisions that materially affect the case. We must also perform regular reviews to ensure that the case specific matters are progressed.

#### Compliance with the Insolvency Act, Rules and best practice

Again, there is no direct financial benefit to the liquidation, we are required to comply with statutory reporting requirements. To date, we have fulfilled our statutory duties by reporting to the Registrar of Companies, preparation of the progress report for the period 17 March 2019 to 16 March 2020, ensuring the liquidators' statutory specific bond is in place, and corresponding with government departments.

#### Dealing with all creditors' claims (including employees), correspondence and distributions

We contacted the preferential creditors of the LLP and calculated and agreed their claims in the sum of £6,861.97. On 21 May 2021 a preferential dividend was paid in the sum of 60 pence in the £, totalling £4,117.19.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

We have applied for a VAT assignment in the sum of £914.56 against the liquidators' costs. Due to processing delays within HM Revenue & Customs ("HMRC"), this will probably take a few months.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the LLP's creditors were provided in the designated members' statement of affairs dated 17 March 2017.

On the basis of realisations to date an outcome for each class of the LLP's creditors as follows:

Secured creditors

There are no secured creditors.

Preferential creditors

We paid a dividend to the preferential creditors on 21 May 2021 totalling £4,117.19 against claims in the sum of £6,861.97. No further dividend will be paid.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and, consequently, there is no net property as defined in Section 176A(6) of the Act and, therefore, no prescribed part of net property is available for distribution to the unsecured creditors.

Unsecured creditors

No dividend is available for unsecured creditors because the funds realised have already been distributed or used or allocated for defraying the expenses of the liquidation, together with paying a dividend to the preferential creditors.

## 6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by a resolution of creditors by correspondence by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding as set out in the fees estimate dated 6 April 2017 in the sum of £15,682.50 together with the increased fee estimate in the sum of £6,012.50 dated 15 May 2020 totalling £21,695, and we are authorised to draw disbursements for services provided by our firm and/or entities within the Begbies Traynor group, in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 17 March 2021 to 16 March 2022 amount to £11,892 which represents 50.8 hours at an average rate of £234.09 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Time Costs Analysis for the period 17 March 2021 to 16 March 2022
- ☐ Begbies Traynor (Central) LLP's charging policy

To 16 March 2022, we have drawn the total sum of £19,977 on account of our remuneration, against total time costs of £36,432 incurred since the date of our appointment.

## Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

As can be seen from the information above, we have exceeded our time cost estimate of £21,695. For the avoidance of any doubt, we have not drawn any remuneration in excess of the level approved. The reason the estimate was exceeded was due to the follows:

- Additional time spent agreeing the preferential claims
- Additional time spent dealing with HMRC queries

We are not seeking additional approval from the creditors as no additional fees will be drawn above the increased fee approval of £21,695.

## Expenses

To 16 March 2022, we have also drawn expenses in the sum of £386.77.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

There are no more assets to be realised.

We are preparing the final report.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

### General case administration and planning

The liquidators will continue to maintain sufficient records to demonstrate how the case is being administered and will perform periodic reviews to ensure that the case matters are progressed.

### Compliance with the Insolvency Act, Rules and best practice

Insolvency legislation requires that the liquidators do the following:



- Prepare annual progress reports;
- Prepare a final report;
- Ensure the case is adequately bonded and reviewed on a regular basis.

Dealing with all creditors' claims (including employees), correspondence and distributions

We will continue to deal with any queries raised by creditors.

Other matters which include seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel)

We will continue to deal with HMRC in respect of the VAT assignment.

How much will this further work cost?

We anticipate the cost of the work to be approximately £2,000. However, no further fees will be drawn and we can confirm that fees have not exceeded the level already authorised by creditors.

Expenses

No further expenses will be drawn.

What is the anticipated payment for administering the case in full?

We estimated that the cost of administering the case would be in the region of £21,695, and subsequently you have provided approval for us to draw our remuneration up to that level. However, as you are aware, due to the fact that there are limited assets, the remuneration that we can draw is limited to the amount that is realised for the assets, (less any costs incurred in realising those assets). At this stage in the liquidation, I can confirm that total remuneration drawn has been £19,977.

## 9. OTHER RELEVANT INFORMATION

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

## 11. CONCLUSION

The liquidation is now completed for all practical purposes. However, due to statutory reporting time constraints we have not been able to coincide the closing report with this progress report. We have therefore prepared two separate reports, being this progress report and a final report.

A handwritten signature in black ink, appearing to read 'Simon Haskew', with a large, sweeping flourish underneath.

Simon Haskew  
Joint Liquidator

Dated: 12 May 2022

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 17 March 2021 to 16 March 2022

Statement of Affairs £		From 17.03.2021 to 16.03.2022 £	From 17.03.2017 to 16.03.2022 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	72.34
12,572.08	Book Debts	NIL	13,645.30
16,236.66	Cash at Bank	NIL	16,215.80
320.00	Furniture & Equipment	NIL	332.00
	Future Storage Costs	NIL	(91.20)
	Rates Rebate	NIL	253.60
		NIL	30,427.84
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	431.90
	Corporation Tax	NIL	8.98
	Destruction of Company Documents	NIL	249.00
	Liquidators' Expenses	22.60	386.77
	Liquidators' Fees	4,459.00	19,977.00
	Pre appointment Disbursements	NIL	82.00
	Re-Direction of Mail	NIL	175.00
	Statement of Affairs Fee	NIL	5,000.00
		(4,481.60)	(26,310.65)
	PREFERENTIAL CREDITORS		
(5,732.07)	Employees re Arrears/Hol Pay	973.23	973.23
	PAYE/NIC deductions from pref dividend	444.15	444.15
(1,129.90)	Pension Contributions	2,699.81	2,699.81
		(4,117.19)	(4,117.19)
	UNSECURED CREDITORS		
(41,844.72)	Employees	NIL	NIL
(5,747.58)	HMRC (non VAT)	NIL	NIL
(12,528.38)	HMRC (VAT)	NIL	NIL
(3,853.69)	Trade Creditors	NIL	NIL
		NIL	NIL
(41,707.60)		(8,598.79)	0.00

REPRESENTED BY  
Funds Owed to Liquidator  
Vat Control Account

(914.56)

914.56

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NIL

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## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 17 March 2021 to 16 March 2022; and
- c. Cumulative Time Costs Analysis for the period from 17 March 2017 to 16 March 2022.

## BEGBIES TRAYNOR CHARGING POLICY

### INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance\* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance\* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

### OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded in 6 minute units at the individual's hourly rate in force at that time which is detailed below.

### EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 expenses (approval not required) - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ Category 2 expenses (approval required) - Items of expenditure that are directly related to the case and either:
  - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
  - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

#### Shared or allocated costs (pursuant to (i) above)

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile;

#### General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 expense:

- ❑ Telephone and facsimile
- ❑ Printing and photocopying
- ❑ Stationery

#### BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Bristol office as at the date of this report are as follows:

Grade of staff	Charge-out rate (£ per hour) 1 January 2022 until further notice
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Prior to 31 December 2021, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Cashier	140
Secretarial	140

Prior to 1 December 2018, the following rates applied:

Grade of staff	Charge-out rate (£ per hour)
Partner	395
Director	345
Senior Manager	310
Manager	265
Assistant Manager	205
Senior Administrator	175
Administrator	135
Junior Administrator	110
Support	60 - 110

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

As detailed above, time is recorded in 6 minute units.

\* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate



SIP9 Esha Architects LLP - Creditors Voluntary Liquidation - 30ES056.CVL : Time Costs Analysis From 17/03/2021 To 16/03/2022

[illegible]

SIP9 Esha Architects LLP - Creditors Voluntary Liquidation - 30ES056.CVL : Time Costs Analysis From 17/03/2017 To 16/03/2022

[illegible]

## STATEMENT OF EXPENSES

Type of expense	Name of party with who expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities not within the Begbies Traynor Group				
*Storage of LLP's Books & Records	Restore Plc	22.60	22.60	Nil
TOTAL		22.60	22.60	NIL

## CUMULATIVE STATEMENT OF EXPENSES

Type of expense	Name of party with whom expense incurred	Amount incurred £
Future Storage Costs for LLP's Books & Records	Restore Plc	91.20
Agents Fees	Roger Stockley	431.90
Destruction Costs for LLP's Books & Records	Shred It	249.00
Re-direction of Mail	Royal Mail	175.00
Corporation Tax	H Revenue & Customs	8.98
*Storage of LLP's Books & Records	Restore Plc	62.00
*Specific Bond	Marsh Limited	80.00
*Statutory Advertising	London Gazette	244.77
Pre-appointment expenses – Statutory Advertising	London Gazette	82.00
TOTAL		1,424.85

\*Represents liquidators' expenses